MEETING TO ORDER
Councillor Glover, Chair, called the meeting to order at 1:04 p.m.

APPROVAL OF THE AGENDA
Moved by Mr. Carl
Seconded by Mr. Grenda

THAT the agenda be amended to include the addendum, and as amended be approved.

CARRIED
CONFIRMATION OF MINUTES

Moved by Mr. Carl  
Seconded by Ms. Milligan

THAT the minutes of the Municipal Heritage Committee Meeting No. 2013-06 held on April 22, 2013 be amended as follows:

- Page 3, fourth paragraph, the word “oversees” be changed to “overseas”.
- Page 3, sixth paragraph, the word “regards” be changed to “regard”.
- Page 4, fourth paragraph, insert “that he be provided” so that the sentence reads “Mr. Wiginton requested that he be provided the changes at the end of the Committee meeting”.
- Page 4, fifth paragraph, insert the phrases “wording on the” and “the best approach” so that the sentence reads “The Committee discussed a possible sub-committee or working group to discuss the wording on the plaque, and determined a staff based working group with input from the Committee members was the best approach due to timeline restrictions.”
- Page 5, second paragraph, the name “Ms. Laura Butler” be changed to “Ms. Barbara Butler”.
- Page 5, seventh paragraph, the word “type” be changed to “types”.
- Page 7, first paragraph, under Request to Alter a Heritage Designated Property – 658 King Street West, the name “St. Bailey” be changed to “S. Bailey”.

CARRIED AS AMENDED

Moved by Mr. Gervan  
Seconded by Mr. Coleman

THAT the minutes of the Municipal Heritage Committee Meeting No. 2013-07 held on May 6, 2013 be amended as follows:

- Page 1, add the name Mr. Gregory Hayes, Planning Intern, Heritage and Urban Design, to the list of Staff Present.
- Page 1, add “and as amended be approved” to the end of the sentence for the Approval of the Agenda.
- Page 3, bullet 12, the word “is” be changed to “this”.
- Page 4, seventh paragraph under ‘B. i’, replace the first two sentences of the paragraph with “Mr. Taylor enquired if Mr. Pater would consider using two paint colours rather than a single colour for the woodwork. Mr. Pater advised that he would consider alternative colour suggestions from the Committee”.
- Page 6, third paragraph, add the words “on the interior of the south face of the tower” to the end of the first sentence.
- Page 6, fifth paragraph, replace the word “in” with “since the contract was completed in”.
- Page 10, first sentence of the first paragraph, add the words “which appeared to be related to the sagging in the lintel over the door” to the end of the sentence.
Page 12, the last sentence of the seventh paragraph, insert the words “the preparation of detailed” before the word “drawings”.

Page 12, ninth paragraph, add the word “that” after the words “storm doors should be removable so”.

Page 1, 17 – 19, all instances of the name Mr. Ship should be amended to read Mr. Shipp.

Page 19, third paragraph the words “to be” should be added so that the sentence reads “Mr. Robins suggested that guidelines are to be given to staff and volunteers who will be dealing with potential applicants”.

Page 21, top of the page, the word “Group’s” be changed to “Groups”.

Page 21, the recommendation for the Emergency Approval for 185 William Street should read “THAT the alterations to a designated property at 185 William Street, in accordance with details described in Application P18-407-035-2013EA which was deemed complete on April 12, 2013, be approved, with said alterations to remove the chimney on the west side of the rear addition of the building”.

CARRIED AS AMENDED

DISCLOSURE OF PECUNIARY INTEREST

There were none.

DELEGATIONS

There were none.

BRIEFINGS

i. Mr. Paul Carl – National Aboriginal Month and the existing proclamation between the City of Kingston and the Aboriginal Community

Mr. Paul Carl passed around the talking stick and sweet grass braid to the members of the Committee and staff.

Mr. Carl spoke about the significance of the materials used to make the talking stick, including the deer antlers, bone beads and coloured beads. Mr. Carl described the positive on-going relationship between the Aboriginal Community and the City of Kingston Council and staff and explained that he would like to see this relationship continue in the future.

Mr. Carl advised that the talking stick is kept in the Mayor’s office and staff have been instructed to bring the talking stick with them when meeting with members of the Aboriginal Community.

Mr. Carl invited the Committee and staff to attend Aboriginal Day taking place on Friday June 21, 2013.
In response to a question from Ms. Milligan, Mr. Carl explained that the four coloured beads represent the four peoples of Kingston, which include the Asian, European, African and Indigenous peoples.

Mr. Robins inquired about the significance of the material used to bind the talking stick together. Mr. Carl explained that the bindings are made of deer hide and the deer is an important animal in the Aboriginal Culture because it can provide food, shelter materials and clothing.

Mr. Carl explained that the sweet grass braid is made of three groups of 21 strands of sweet grass, which represent the mind, body and spirit. He advised that a blade of sweet grass can be easily broken, however when it is braided together it is very difficult to break and compared that to the strength of a community.

Councillor Glover spoke to the Archaeological research foundation, which has revealed previously unknown information about the Huron communities in the Kingston area.

BUSINESS

A. Cultural Services Department Updates – provided by Cultural Services Staff
   i. Cultural Plan Progress Report and Discussion of Heritage Related Initiatives

Mr. Colin Wiginton, Manager of Cultural Services, explained that the Cultural Services Department will be providing regular updates to the Committee based on the 2010 Kingston Culture Plan. Mr. Wiginton advised that the Kingston Culture Plan outlines 60 recommendations, and from those he will be providing updates on the recommendations that are relevant to the Heritage Committee.

Mr. Wiginton went over the details of the recommendation spreadsheet including status updates, timelines, and the legend. He advised that there will be additions to the list beyond the recommendations from the Kingston Culture Plan, such as the discussion regarding the Rideau River.

Councillor Glover expressed interest in being provided information regarding the people that sites in Kingston are named after, such as the JK Tett Centre and Doug Fluhrer Park.

Mr. Carl inquired if Cultural Services will obtain public input on all of the recommendations. Mr. Wiginton explained that there are different processes depending on how the recommendation comes forward. Mr. Wiginton cited the Cultural Heritage and Tourism strategy as an example in which focus groups and public consultation occurred and advised that Cultural Services is very cognizant of trying to include a public input component into each recommendation.

B. Ontario Heritage Permit Applications
   i. Request to Alter a Heritage Designated Property – 411 Wellington Street, J.E. Horton School, Barriefield Heritage Conservation District
Mr. Gregory Hayes, Heritage Planning Intern, introduced the application and advised that it involves relocating a gazebo from J.E. Horton School to another property. Mr. Hayes advised that the area is well screened with trees and so there will not be a large visual impact when removing the gazebo.

Mr. Gervan questioned why the concrete pad is being left after the gazebo is removed. Ms. Colleen Jarvis, a representative of the school board, advised that the concrete pad is being left so that the soil will not be disturbed underneath.

Mr. Taylor enquired if the gazebo will be dismantled prior to transporting it. Ms. Jarvis explained that the roof and posts will be taken off and the gazebo will be transported in five pieces.

Moved by Mr. Gervan
Seconded by Ms. Milligan

THAT it be recommended to Council that disassembling/removal on a designated property at 411 Wellington Street, Barriefield Heritage Conservation District, in accordance with details described in Application P18-520-051-2013 which was deemed complete on May 17, 2013, be approved, with said disassembling/removal of:

a. Sun shelter from the existing J.E. Horton school and relocation outside the District boundary to a non-designated property; and

THAT the approval be subject to the following conditions:

i. Should any of the repair activities, i.e. scaffolding, dumpsters, etc., require use of the City Right Of Way, an encroachment permit will be required. The encroachment permit can be obtained from Brad Morton of the City’s Engineering Department. He can be reached at bmorton@cityofkingston.ca or telephone at 613-546-4291 ext. 3147. The encroachment permit application can be found on the City website at http://cityofkingston.ca/pdf/engineering/app_encroachment.pdf;

ii. In the event that deeply buried or previously undiscovered archaeological deposits are discovered in the course of development or site alteration, all work must immediately cease and the site must be secured. The Cultural Program Branch of the Ministry of Tourism, Culture and Sport (416-314-7132) and the City of Kingston’s Planning and Development Department, Heritage and Urban Design division (613-546-4291 ext 1844) must be immediately contacted;

iii. In the event that human remains are encountered, all work must immediately cease and the site must be secured. The Kingston Police (613-549-4660), the Registrar of Cemeteries Regulation Section of the Ontario Ministry of Consumer Business Services (416-326-8404), the Cultural Program Branch of the Ministry of Tourism, Culture and Sport (416-314-7132), and the City of Kingston’s Planning and Development Department, Heritage and Urban Design division (613-546-4291 ext.1844) must be immediately contacted.

CARRIED AS AMENDED
(See motion to amend which carried)
Moved by Mr. Taylor  
Seconded by Mr. Coleman

THAT all references to the word “demolition” in the recommendation for 411 Wellington Street be deleted and replaced with the word “disassembling”.  

CARRIED

ii. Request to Alter a Heritage Designated Property – 234 James Street, Barriefield Heritage Conservation District

Ms. Lindsay Lambert, Heritage Planner, introduced the report and went through the proposed alterations to the front porch.

Ms. Lambert advised that the applicant is requesting the addition of a skirt on the porch, and suggested that wording be added to the recommendation to reflect this. Ms. Lambert introduced Ms. Ann-Marie Smith, the property owner.

In response to a question from Mr. Taylor, Ms. Smith advised that the drawings included with the application are not official drawings. Mr. Taylor advised that she will need to have official drawings completed for the building permit.

Mr. Taylor expressed concern regarding the bend in the front rail of the porch, and advised that it is not a typical characteristic of Barriefield Village. Mr. Taylor strongly suggested that Ms. Smith change the design to have straight rails on the top and bottom. Ms. Smith advised that she has no objections to Mr. Taylor’s suggestion.

Mr. Carl enquired about the existing pathway leading up to the building. Ms. Smith explained that it is a concrete sidewalk leading up to the first step of the porch, and after that it is dirt. She advised that this will not change in the new design.

Ms. Finley provided suggestions regarding the protection of the wood porch by using a water holding area, which helps to prevent rot and extend the life of the porch.

Councillor Glover requested that Mr. Taylor assume the role of chair.

Councillor Glover spoke to the request for skirting and suggested that it be included in the recommendation. Councillor Glover noted that the current porch does not have skirting.

Councillor Glover resumed the role of chair.

Mr. Taylor suggested that the working drawings should be sent to the Heritage and Urban Design staff for verification prior to the building permit approval. Ms. Ashley Henderson, Senior Building Official, advised that she has ten days to issue a building permit, which allows a brief time frame for the Heritage and Urban Design staff to review the drawings.
Moved by Mr. Taylor
Seconded by Mr. Robins

THAT it be recommended to Council that alterations to a designated property at 234 James Street, Barriefield Heritage Conservation District, in accordance with details described in Application P18-447-039-2013 which was deemed complete on May 17, 2013, be approved, with said alterations to:

a. Rebuild the front porch in accordance with drawings submitted with the application, with the exception that the stair balustrade is to have straight rails and the top tread is to be below the porch deck;
b. A skirt may be added to the porch as shown in the drawings submitted with the application;
c. Replace broken siding on the front façade;
d. Replace window sills on front façade; and

THAT the approval be subject to the following conditions:

i. A building permit application is required for the proposed scope of work with working drawings submitted to the Heritage & Urban Design staff for review;
ii. Should any of the repair activities i.e. scaffolding, dumpsters etc., require use of the City Right Of Way, an encroachment permit will be required. The encroachment permit can be obtained from Brad Morton of the City’s Engineering Department. He can be reached at bmorton@cityofkingston.ca or telephone at 613-546-4291 ext. 3147. The encroachment permit application can be found on the City website at http://cityofkingston.ca/pdf/engineering/app_encroachment.pdf

CARRIED AS AMENDED
(See motions to amend which carried)

Moved by Mr. Taylor
Seconded by Ms. Milligan

THAT alteration ‘a’ to Application P18-447-039-2013 for 234 James Street, Barriefield Conservation District, which reads as:

“Replace the front porch stairs and repair porch deck”

be amended by deleting the above and replacing it with:

“Rebuild the front porch in accordance with drawings submitted with the application with the exception that the stair balustrade is to have straight rails and the top tread is to be below the porch deck”.

CARRIED

Moved by Mr. Taylor
Seconded by Ms. Milligan

THAT alteration ‘b’ to Application P18-447-039-2013 for 234 James Street, Barriefield Conservation District, which reads as:

“Install a railing on the front porch”

be amended by deleting the above and replacing it with:

“A skirt may be added to the porch as shown in the drawings”.

CARRIED

Moved by Mr. Taylor
Seconded by Mr. Gervan

THAT condition ‘i’ to Application P18-477-039-2013 for 234 James Street, Barriefield Village be amended by adding the words “with working drawings submitted to Heritage & Urban Design staff for review” to the end of the sentence.

CARRIED

iii.  Request to Alter a Heritage Designated Property – 269 – 271 Queen Street

Mr. Ryan Leary, Senior Heritage Planner, introduced the agent, Mr. Michael Gemmell and advised that the application is to replace nine of the windows on the building.

Mr. Gemmell advised that the windows were not properly installed in the 1980’s and there are issues with the alignment which has led to a buildup of mold and decay between the outer glass and inner plexi-glass panes. Mr. Gemmell advised that because the windows were not properly installed they allow for heat to escape, which has led to extremely high heating bills in the winter months.

Mr. Gemmell advised that the client’s preference is to replace the windows with modern windows that closely match the current style. Mr. Gemmell recommended to keep the original framing and replace the sashes. Mr. Gemmell advised that the window arrangement will remain 6 over 6 with a double hung window and a half screen, which is more traditional.

Mr. Carl inquired if there are any pictures of the original windows, as the current windows were installed in the 1980’s. Mr. Gemmell advised that he has not located any pictures however the windows installed in the 1980’s are accurate in terms of style.

Mr. Taylor asked the agent to clarify which windows are being replaced. Mr. Gemmell advised that six windows on the south and west façades and three dormer windows will be replaced. Mr. Gemmell explained that the owner does not want to replace the two windows on the ground floor at this time however they will be done in the future.
Mr. Gemmell inquired if, on behalf of the owner, he is able to add the replacement of two doors to the application. Councillor Glover advised that he cannot due to lack of public notice.

Mr. Taylor suggested that the recommendation is too vague and that he would like to see more detail included.

Mr. Robins sought clarification that the sash will be replaced within the existing frames, which will remain. Mr. Gemmell responded yes.

Mr. Gervan suggested that the recommendation does not need to be too specific because a lot of the details are covered in the new Policy on Window Renovations in Heritage Buildings. Mr. Taylor expressed his opinion that the policy does not cover everything.

Mr. Taylor suggested that wording be added to the recommendation that states that the Committee prefers non-clad windows to be installed. Mr. Taylor explained that this language allows the applicant to use clad windows if that is their preference.

Moved by Mr. Gervan
Seconded by Ms. Milligan

THAT it be recommended to Council that alterations to a designated property at 269-271 Queen Street, in accordance with details described in Application P18-315-041-2013 which was deemed complete on May 22, 2013, be approved, with said alterations to:

a. Replace six existing 6 over 6 window s on the south and west façades and three existing (dormer) windows on the west roof and north façade. The replacement windows can be either custom made wood sash windows with the same glazing pattern and interior storm sash, or commercial wood windows with thermal panes and simulated muntins in the same glazing pattern, inserted into the existing frames; unclad sashes are preferred; and

THAT the approval be subject to the following conditions:

i. The window alterations be done in accordance with the City’s ‘Policy on Window Renovations in Heritage Buildings’;

ii. If any of the repair activities i.e. scaffolding, dumpsters etc., require use of the City Right Of Way, an encroachment permit will be required. The encroachment permit can be obtained from Brad Morton of the City’s Engineering Department. He can be reached at bmorton@cityofkingston.ca or telephone at 613-546-4291 ext. 3147. The encroachment permit application can be found on the City website at http://cityofkingston.ca/pdf/engineering/app_encroachment.pdf

CARRIED AS AMENDED
Moved by Mr. Taylor  
Seconded by Mr. Carl

THAT alteration ‘a’ to Application P18-315-041-2013 for 269-271 Queen Street, which reads as:

“Replace nine (9) existing windows, including all six (6) second storey windows and all three (3) dormer windows”

be amended by deleting the above and replacing it with:

“Replace six existing 6 over 6 windows on the south and west façades and three existing (dormer) windows on the west roof and north façade. The replacement windows can be either custom made wood sash windows with the same glazing pattern and interior storm sash, or commercial wood windows with thermal panes and simulated muntins in the same glazing pattern, inserted into the existing frames; unclad sashes are preferred”.

CARRIED

iv. Request to Alter a Heritage Designated Property – 220 Green Bay Road, Barriefield Heritage Conservation District

Mr. Ryan Leary spoke to the application and explained that the proposal is to construct a detached garage off the side of the main house and to the rear.

Mr. Leary advised that the addendum to the agenda includes an email and photos from the agent, Mr. Ian Moffat, which states the applicant has agreed to horizontal siding for all of the walls as well as to keep cedar roofing.

Mr. Leary suggested that the Committee consider removing the reference to cedar shingle siding from alteration ‘a’ in the recommendation. Mr. Leary also suggested that the word “all” be removed from condition ‘iv’ of the recommendation.

Mr. Leary introduced Mr. Ian Moffat, agent for the project, to the Committee.

Mr. Goheen expressed concern that on page 63 of the agenda package it states that the window openings shown on drawing HC7 may exceed the maximum area of permitted openings. Mr. Leary advised that this would be dealt with during the building permit application.

Mr. Carl enquired if staff received the additional information that was noted on page 63 of the agenda package. Mr. Leary advised that the information provided in the addendum provides the additional information. Mr. Moffat advised that the applicant took pictures of garages in the neighbourhood that he liked to provide visual context.
The Committee discussed the merit of including comments from other departments, such as the Engineering Department, in the recommendation. Councillor Glover advised that the recommendation can be amended to delete these conditions, however cautioned that the comments from other departments help to flag issues that might be overlooked in the design stage. Councillor Glover noted that ultimately it is the Committees decision.

Councillor Glover opened the floor to questions or comments from the public. Ms. Finley asked if the cedar shake roofing is the chunky and rustic version or the simpler wood shingles. Mr. Moffat advised that they are using the simpler wood shingles.

Moved by Mr. Gervan
Seconded by Mr. Coleman

THAT it be recommended to Council that alterations to a designated property at 220 Green Bay Road, Barriefield Heritage Conservation District, in accordance with details described in Application P18-980-046-2013 which was deemed complete on May 22, 2013, be approved, with said alterations to:

a. Construct a 21 foot (6.4 m) by 21 foot (6.4 m), one and one half storey detached garage in the rear of the property with cedar shingle roofing, fiberglass clad wooden windows in a 1 over 1 pattern, and clad with horizontal wood siding;

b. Extend an existing stone retaining wall from the rear of the dwelling to the new garage and re-grade rear yard; and

THAT the approval be subject to the following conditions:

i. A building permit application is required for this scope of work;

ii. Any necessary Planning Act approvals be obtained;

iii. The proposed grading should not affect the neighbouring property;

iv. Eaves serving the sloped roof should not be directed towards neighbouring property;

v. If any of the repair activities i.e. scaffolding, dumpsters etc., require use of the City Right Of Way, an encroachment permit will be required. The encroachment permit can be obtained from Brad Morton of the City’s Engineering Department. He can be reached at bmorton@cityofkingston.ca or telephone at 613-546-4291 ext. 3147. The encroachment permit application can be found on the City website at http://cityofkingston.ca/pdf/engineering/app_encroachment.pdf;

vi. In the event that deeply buried or previously undiscovered archaeological deposits are discovered in the course of development or site alteration, all work must immediately cease and the site must be secured. The Cultural Program Branch of the Ministry of Tourism, Culture and Sport (416-314-7132) and the City of Kingston’s Planning and Development Department, Heritage and Urban Design division (613-546-4291 ext 1844) must be immediately contacted;

vii. In the event that human remains are encountered, all work must immediately cease and the site must be secured. The Kingston Police (613-549-4660), the
Registrar of Cemeteries Regulation Section of the Ontario Ministry of Consumer Business Services (416-326-8404), the Cultural Program Branch of the Ministry of Tourism, Culture and Sport (416-314-7132), and the City of Kingston’s Planning and Development Department, Heritage and Urban Design division (613-546-4291 ext.1844) must be immediately contacted.

CARRIED AS AMENDED
(See motions to amend which carried)

Moved by Mr. Carl
Seconded by Ms. Milligan

THAT alteration ‘a’ to Application P18-980-046-2013 for 220 Green Bay Road be amended by removing the word “shake” and replacing it with “shingle”, deleting the words “cedar shingle siding on the upper floor”, and adding “clad with” before the word horizontal so that the alteration reads as follows:

“Construct a 21 foot (6.4 m) by 21 foot (6.4 m), one and one half storey detached garage in the rear of the property with cedar shingle roofing, fiberglass clad wooden windows in a 1 over 1 pattern, and clad with horizontal wood siding”.

CARRIED

Moved by Mr. Taylor
Seconded by Mr. Goheen

THAT alteration ‘a’ to Application P18-980-046-2013 for 220 Green Bay Road be further amended by deleting “2 over 1 pattern” and replacing it with “1 over 1 pattern”.

CARRIED

Moved by Mr. Carl
Seconded by Ms. Milligan

THAT condition ‘iv’ to Application P18-980-046-2013 for 220 Green Bay Road be amended by deleting the word “all”.

CARRIED

v. Request to Alter a Heritage Designated Property – 16 Drummond Street, Barriefield Heritage Conservation District

Mr. Leary introduced Mr. Sherman Hill, the agent for the applicant.

Mr. Gervan spoke to the low slope of the roof.
Mr. Taylor expressed concern regarding the lack of detail provided in the sketches and the height of the proposed porch and how it changes the look of the property.

Mr. Robins suggested that a cricket be installed behind the chimney to prevent water damage to the chimney. Mr. Robins explained that a cricket is a ridge structure which is designed to divert water on a roof. Mr. Hill suggested that wording be added to the recommendation to ensure it is added to the plans.

Mr. Taylor advised the Committee that there are not currently any Committee members representing the Barriefield Heritage Conservation District, and cautioned that the proposed porch changes the roof line of the house substantially. Mr. Taylor expressed hesitation approving the application.

Mr. Carl questioned if there is going to be an addition to the soffit because the drawings seem to illustrate that there is. Mr. Hill advised that there will not, it just stands out in the drawings.

Mr. Carl asked if the applicant intends to match the shingles on the proposed porch to the shingles on the existing porch. Mr. Hill advised that it is the applicant’s intent to match the shingles, and if the same shingles cannot be found all of the shingles will be replaced.

Councillor Glover requested that Mr. Taylor assume the role of chair.

Councillor Glover expressed concern regarding some of the language found in the application, such as “honorable degree” and “remarkable element on the streetscape”. Councillor Glover advised that the addition will create a visual emphasis on the modern wing addition to the building and he does not support that.

Councillor Glover resumed the role of chair.

Mr. Gervan advised that it is a fairly modest addition, however the drawings are not working drawings and do not provide enough detail.

Mr. Hill responded to the concerns, and advised that it is his opinion the porch will be an enhancement. Mr. Hill explained that the modern wing addition identified by Councillor Glover is actually found in the Heritage Conservation Plan, so it is therefore part of the Heritage structure. Councillor Glover expressed his appreciation for the information regarding the modern wing addition.

In response to a question from Mr. Carl, Mr. Hill elaborated on the steps to the front porch. Mr. Hill advised that the grade will be raised, which will deal with issues regarding water near the foundation.

Moved by Mr. Gervan
Seconded by Mr. Robins
THAT it be recommended to Council that alterations to a designated property at 16 Drummond Street, Barriefield Heritage Conservation District, in accordance with details described in Application P18-467-047-2013 which was deemed complete on May 22, 2013, be approved, with said alterations to:

a. Construct a 4.5 foot (1.4 m) deep by 20 foot (6.1 m) wide wooden covered porch addition onto the front (side addition portion) of the building. The new porch will be constructed of prefinished wood, with four chamfered 6x6 posts, asphalt shingles and soffit and fascia to match the existing porch; and

THAT the approval be subject to the following conditions:

i. A building permit application is required for this scope of work;

ii. Any necessary Planning Act approvals be obtained;

iii. If any of the repair activities i.e. scaffolding, dumpsters etc., require use of the City Right Of Way, an encroachment permit will be required. The encroachment permit can be obtained from Brad Morton of the City’s Engineering Department. He can be reached at bmorton@cityofkingston.ca or telephone at 613-546-4291 ext. 3147. The encroachment permit application can be found on the City website at http://cityofkingston.ca/pdf/engineering/app_encroachment.pdf;

iv. In the event that deeply buried or previously undiscovered archaeological deposits are discovered in the course of development or site alteration, all work must immediately cease and the site must be secured. The Cultural Program Branch of the Ministry of Tourism, Culture and Sport (416-314-7132) and the City of Kingston’s Planning and Development Department, Heritage and Urban Design division (613- 546-4291 ext.1844) must be immediately contacted;

v. In the event that human remains are encountered, all work must immediately cease and the site must be secured. The Kingston Police (613-549-4660), the Registrar of Cemeteries Regulation Section of the Ontario Ministry of Consumer Business Services (416-326-8404), the Cultural Program Branch of the Ministry of Tourism, Culture and Sport (416-314-7132), and the City of Kingston’s Planning and Development Department, Heritage and Urban Design division (613-546-4291 ext.1844) must be immediately contacted.

vi. A cricket shall be added to the back of the chimney as part of the new construction.

CARRIED AS AMENDED

(See motion to amend which carried)

Moved by Mr. Robins
Seconded by Ms. Milligan

THAT the following condition be added to the approval of the Heritage Permit Application P18-467-047-2013, for 16 Drummond Street, Barriefield Heritage Conservation District:
vi. A cricket shall be added to the back of the chimney as part of the new construction.

CARRIED

vi. **Request to Alter a Heritage Designated Property – 216 Ontario Street, City Hall**

Ms. Lindsay Lambert, Heritage Planner, introduced the application which includes the addition of a perforated fabric shade over part of the outdoor amphitheatre at City Hall. She advised that the proposed colour is sage green and it will be in place during the summer months only.

Ms. Lambert spoke to the concern regarding the flammability of the fabric, and noted that the Building Department has verified the specifications as being satisfactory. Ms. Lambert noted that the seasonal and reversible aspects of the fabric shade are positive in terms of the Market Square Heritage District Plan.

Mr. Bruce Downey, Architect from Hughes Downey Architects and Mr. Doug Ritchie, Managing Director of Downtown Kingston! BIA were present to speak to the application.

In response to a question from Councillor Glover, Ms. Bailey advised that the Downtown Kingston! BIA is a co-applicant.

Mr. Carl questioned if the sun shade structure covers only a portion of the amphitheatre, and why that choice was made. Mr. Downey advised that they wanted to give people the option of being in the sun, and in some areas there was not enough height to allow for the sun shade structure.

Ms. Milligan inquired if the sun shade structure can be rolled back on request. Mr. Ritchie advised that if notice is given it can be taken down, however it is not known at this time how long that process will take. Mr. Ritchie advised that the shading device will only cover the seating and therefore no performances will be impacted.

Mr. Grenda asked which months the sun shade structure will be in place. Mr. Ritchie answered that it depends on the heat but most likely July and August.

Mr. Carl questioned how the sun shade structure will stand up to wind, as it is a long, stretched out piece of fabric. Mr. Downey advised that it was designed by a sailor, and it has been designed to allow airflow. Mr. Downey explained that this type of fabric can be used for up to 100 feet, which is much larger than the one being proposed, and therefore he does not feel that it will be an issue. He advised that they will be monitoring the structure once it is in place.

Mr. Robins inquired how the winch system will be protected from potential vandalism. Mr. Downey advised that they are moving away from a winch system towards a ratchet system because they can ratchet the sun shade into place and then remove the ratchet
so it cannot be tampered with. Mr. Robins suggested that the recommendation should be altered to reflect this change.

Moved by Mr. Carl
Seconded by Mr. Coleman

**THAT** it be recommended to Council that alterations to a designated property at 216 Ontario Street, in accordance with details described in Application P18-573-043-2013 which was deemed complete on May 10, 2013, be approved with said alterations to:

a. Install a perforated fabric shade covering over seating area in the amphitheatre;
b. The fabric shade to be held in place with cables or straps secured to poles set into existing wall brackets;
c. The proposed colour of the shade is sage green;
d. To make the covering taut, a winch or ratcheting mechanism shall be used as determined to be most suitable in the final construction;
e. The shade is proposed to be installed during summer months only; and

**THAT** the approval be subject to the following conditions:

i. A building permit application is required for the proposed scope of work;
ii. Should any of the repair activities i.e. scaffolding, dumpsters etc., require use of the City Right Of Way, an encroachment permit will be required. The encroachment permit can be obtained from Brad Morton of the City’s Engineering Department. He can be reached at bmorton@cityofkingston.ca or telephone at 613-546-4291 ext. 3147. The encroachment permit application can be found on the City website at [http://cityofkingston.ca/pdf/engineering/app_encroachment.pdf](http://cityofkingston.ca/pdf/engineering/app_encroachment.pdf)

**CARRIED AS AMENDED**
*(See motion to amend which carried)*

Moved by Mr. Robins
Seconded by Mr. Grenda

**THAT** alteration 'd' to Application P18-573-043-2013 for 216 Ontario Street, City Hall, which reads as:

“A winch is proposed for one corner to make the covering taut”

be amended by deleting the above and replacing it with:

“To make the covering taut, a winch or ratcheting mechanism shall be used as determined to be most suitable in the final construction”.

**CARRIED**

**C. Ontario Heritage Permit Applications – Heritage Property Grant Applications**
i. **Request to Alter a Heritage Designation Property – 211 Barrie Street, Chalmers United Church**

Ms. Lambert introduced the application, which includes both a permit and property grant request. Ms. Lambert explained that the application is to repair the stained glass windows in the south wall of the church.

Ms. Lambert introduced Mr. Bruce Downey, Hughes Downey Architects Inc.

In response to a question from Mr. Gervan, Mr. Downey advised that the new windows will be vented more than they are now and that the coating on the stained glass is to deflect objects that may hit the windows. Mr. Downey advised that the windows are not tempered glass.

Mr. Downey confirmed that the windows are being repaired by the same company that repaired the previous windows.

Moved by Mr. Grenda
Seconded by Mr. Robins

**THAT** it be recommended to Council that alterations to a designated property at 211 Barrie Street, in accordance with details described in Application P18-067-050-2013 which was deemed complete on May 17, 2013, with said alterations to:

a. Repair the stained glass windows in the south wall of the church, which faces the intersection of Clergy and Barrie Streets;

b. The windows are proposed to be removed, restored through re-leading and reinstalled; and

**THAT** the approval be subject to the following condition:

i. Should any of the repair activities i.e. scaffolding, dumpsters etc., require use of the City Right Of Way, an encroachment permit will be required. The encroachment permit can be obtained from Brad Morton of the City’s Engineering Department. He can be reached at bmorton@cityofkingston.ca or telephone at 613-546-4291 ext. 3147. The encroachment permit application can be found on the City website at http://cityofkingston.ca/pdf/engineering/app_encroachment.pdf; and

**THAT** application HG-05-2013 be provisionally approved (subject to the standard requirements pertaining to the completion of the works and the release of funding).

CARRIED

D. **Heritage Grant Applications – Release of Funding**

E. **Heritage Property Tax Refund Applications**
F. Pre-Consultation Requests

1. 251 Main Street, Barriefield Heritage Conservation District

Mr. Bruce Downey, Hughes Downey Architects Inc., provided an overview of the proposed project and went through a PowerPoint Presentation that showed various angles of the property.

Mr. Downey went through the history of the large property, noting that it was historically a military owned property that was held vacant for fortification purposes. The property was included as part of Barriefield Village in 1979.

Mr. Downey went through the proposed addition, which includes an expansion of the main level and a three car garage. Mr. Downey explained that the main level expansion is 40 feet and the three car garage is another 40 feet.

Mr. Downey showed pictures of the property from neighbouring properties to illustrate how the proposed additions will affect their views of the water. He advised that the neighbouring houses are built on a higher elevation and therefore their views will not be heavily impacted.

Mr. Downey spoke to the slopes of the proposed rooflines and emphasized the intent to create a varied roofline.

Mr. Gervan inquired about the materials. Mr. Downey advised that it will be wood on the outside, and perhaps stone on the lower level. The client would like to re-do the entire roof in cedar however this has not been finalized.

Mr. Goheen asked for clarification regarding the purpose of the pre-consultation process. Councillor Glover advised that the pre-consultation process allows potential applicants to present a proposal and gain feedback that may help to shape the final application before it comes to the Committee. Mr. Downey further explained that it is a significant cost to have detailed drawings completed and the client wants to ensure that the project is heading in the right direction before having those drawings completed.

Mr. Goheen pointed out that there are new properties that have been built in Barriefield Village and they do not have garages that face the street. Mr. Goheen expressed concern that this property would be very distinctive if it built a three car garage.

Mr. Carl expressed concern that neighbours would lose their views of the water when the new addition is put in.

Mr. Taylor pointed out that the homeowner could sever the lot and build a second house on the new lot, which could be larger than the proposed addition. Mr. Taylor advised that the proposed additions may not be entirely desirable however it is acceptable due to the size of the lot.
Mr. Gervan pointed out that there are other large properties in Barriefield Village.

Councillor Glover requested that Mr. Taylor assume the role of chair.

Councillor Glover expressed concern regarding the mass of the proposed additions. Councillor Glover advised that the Rideau waterway is currently under threat because of the views of the land from the water.

Councillor Glover resumed the role of chair.

Mr. Carl inquired if the additions could go towards the water, to lessen the impact on the streetscape. Mr. Downey advised that the intent is to create a more level entry into the house.

Ms. Milligan requested confirmation that the client could sever the property if they wanted to. Mr. Downey confirmed that they can, however that is not their intent.

G. **Staff Reports**

H. **Working Groups**

   a. **Update on Working Group memberships**

Ms. Lambert provided an update on the Communications and Education working group, and provided details on their initial meeting in May. Ms. Lambert advised that the key topics of discussion included the Commemoration and Heritage Guidelines, walking tours, the inner harbour trail and a new plaque for 110 Rideau Street. Ms. Lambert extended an invitation to the members of the Committee for the next meeting scheduled for June 19th at 1:00 p.m. in the Loyalist Room.

Mr. Don Taylor provided an update on the Heritage Properties Research Working Group, including individual properties that may need protection.

Mr. Wiginton advised that there will be a meeting soon for the Cultural Heritage Working Group.

I. **Heritage and Urban Design Updates** – updates will be provided by Planning Staff on:

   i. Technical Circulations
   ii. Designations
   iii. Policies

   iv. **Delegated Authority**
a. 62 – 66 Brock Street

Ms. Lambert advised that the approval was for the replacement of the roof covering.

v. Emergency Approvals requiring Reaffirmation
   vi. Site Visit Reports
   vii. Other

8. MOTIONS

There were none.

9. NOTICES OF MOTION

There were none.

10. OTHER BUSINESS

Ms. Milligan inquired when it is the most appropriate time to ask questions regarding items that are not on the agenda. Councillor Glover advised that the questions can be raised during other business.

In response to a question from Ms. Milligan, Mr. Leary explained that a Heritage Easement Agreement is an agreement that is entered into between the property owner and the City and registered on the property title. It is a legal framework that identifies elements of a building which are to be protected and it may also set out permitted alterations and development. In response to a question from Councillor Glover, Mr. Leary advised that if a property owner has a Heritage Easement Agreement on their title they are eligible for the Ontario tax relief program.

Ms. Milligan inquired about any existing policies that speak to alterations that will affect a streetscape. Ms. Milligan noted that she feels is has been used subjectively and wondered if there was anything formal in place.

Ms. Bailey explained that how an alteration will affect the streetscape is subjective, and there is no formal policy that discusses it. Ms. Bailey advised that this will become a topic of discussion for the Committee in the future. Councillor Glover provided his opinion that the positive or negative effect on the streetscape is determined by how the movement of the eye is influenced. If the proposed project will pull the eye away from the heritage property then that is negative.

Mr. Arjoon, Deputy Clerk, advised that for accountability and transparency any amendments to the minutes need to be read out during the meeting.

11. CORRESPONDENCE

There was none.
12. **DATE OF NEXT MEETING**

The next meeting date for the Municipal Heritage Committee is June 24, 2013.

13. **ADJOURNMENT**

Moved by Mr. Grenda
Seconded by Mr. Goheen

**THAT** the Municipal Heritage Committee meeting now be adjourned.

CARRIED

The meeting adjourned at 4:43 pm